

**BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE**



AFRS INSTRUCTION 36-2801

28 OCTOBER 2009

Incorporating Change 1, 20 January 2010

Personnel

**AIR FORCE RECRUITING SERVICE
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Thomas J. Kenney)

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This instruction implements AFRSI 36-28, Awards and Decorations Programs, 1 August 1997, and AFI 36-2805, Special Trophies and Awards, 15 June 2001. It does not apply to Air Force Reserve Command or Air National Guard units. The purpose of this instruction is to acknowledge and encourage outstanding individual and team achievement and performance for active duty Air Force military and Department of Defense civilian personnel assigned to Air Force Recruiting Service (AFRS). It identifies responsibilities; establishes funding and accountability guidance; and describes nomination, eligibility, selection, and award recognition procedures for the AFRS Fiscal Year (FY) Awards Program, the AFRS Calendar Year (CY) Awards Program, and annual Air Force Specialty Code (AFSC)-based awards. It addresses the commander's special incentive programs and the Senior and Master Recruiter Badge program that recognize outstanding production recruiters. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule available at <https://www.my.af.mil/gcss-af61/afrims.afrims>. Attachment 1 provides a glossary of references and supporting information used in this publication.

SUMMARY OF CHANGES

This interim change updates guidance on the Top Recruiting Support Award (paragraph 5.1.1) and the FY quarterly and annual awards (paragraph A3.1 and Table A3.1). A margin bar (*) indicates revision from the previous version.

1. Recruiter Badge. The Recruiter Badge is awarded to individuals who complete the recruiter course. The badge is worn until their tour with AFRS is completed. Non-8R000s assigned to

AFRS (staff officers, support, system administrators, etc.) also wear the basic recruiter badge during their tour of duty.

2. Responsibilities. Commanders and supervisors at all levels must ensure all awards programs are meaningful and cost effective.

2.1. Air Force Recruiting Service Commander (AFRS/CC):

2.1.1. Has approval authority over board recommendations for all AFRS-level award recipients.

2.1.2. Presents awards at appropriate recognition ceremonies as schedule permits.

2.2. The Air Force Recruiting Service Office of Public Affairs (HQ AFRS/PA). HQ AFRS/PA publishes quarterly and annual award winners in the Recruiter magazine.

2.3. The AFRS Command Standardization and Training Branch (HQ AFRS/RSOT). HQ AFRS/RSOT is the office of primary responsibility (OPR) for the Recruiting Service Fiscal Year Awards Program. HQ AFRS/RSOT will:

2.3.1. Provide the overall direction and management of the FY Recruiting awards program for personnel at all levels.

2.3.2. Coordinate the selection of board members through the Chief, Training Branch (HQ AFRS/RSOT). Board members may consist of headquarters (HQ), recruiting group (RCG), and/or recruiting squadron (RCS) personnel.

2.3.3. Instruct board members on selection process, grading, and feedback to the nominees.

2.3.4. Collect all AF IMTs 1206, *Nomination for Award*, from board members. (AF IMT 1206 is prescribed by AFI 36-2805, *Special Trophies and Awards*. Refer to that publication for guidance on completing the form.)

2.3.5. Forward names of recommended selections to AFRS/CC for review, approval, and announcement.

2.3.6. Procure and distribute FY awards as required.

2.4. The AFRS Analysis Branch (HQ AFRS/RSOA). HQ AFRS/RSOA tracks AFRS competition programs and provides results to HQ AFRS/RSOT as needed for award programs.

2.5. The AFRS First Sergeant (HQ AFRS/CCF). HQ AFRS/CCF serves as the OPR for the Recruiting Service Calendar Year Awards. HQ AFRS/CCF will:

2.5.1. Provide overall direction and management of the AFRS CY annual and quarterly award process.

2.5.2. Select board members:

2.5.2.1. **Military Board.** Military board will be comprised of: Airmen - three noncommissioned officers (NCO); NCO -three senior NCOs senior noncommissioned officer (SNCO); SNCO - three chief master sergeants (CMSgts); and company grade officers (CGO) – three field grade officers.

2.5.2.2. **Civilian Board.** Civilian board will be comprised of three members who are civilians with a higher grade than the category being scored and/or CGOs/FGOs. Remaining board members may come from HQ, group, and/or squadron.

2.5.3. Instruct board members on selection process, grading, and feedback to the nominees.

2.5.4. Collect all AF IMTs 1206 from board members.

2.5.5. Forward names of recommended selections to AFRS/CC for review, approval, and announcement.

2.5.6. Procure and distribute CY annual awards as required.

2.6. **Recruiting Service Command Section Staff (HQ AFRS/CSS).** HQ AFRS/CSS will coordinate all board activities to ensure selection of AFRS nominees in time to meet all higher headquarters suspenses. AFD 36-28, *Awards and Decorations Programs*, and AFI 36-2805, *Special Trophies and Awards*, provide specific guidance for selection and nomination for these awards. HQ AFRS/CSS will procure and distribute these awards as required. HQ AFRS/CSS is the OPR for the following AFSC-based awards:

2.6.1. Logistics NCO of the Year.

2.6.2. Personnel NCO of the Year.

2.6.3. Financial Manager NCO of the Year.

2.6.4. Information Management NCO of the Year.

2.6.5. Information Systems NCO of the Year.

2.6.6. Outstanding Public Affairs NCO of the Year.

2.6.7. Outstanding Broadcast NCO of the Year.

2.7. **The RCG Commander.** The RCG commander will:

2.7.1. Monitor and review their awards programs to ensure compliance with this instruction.

2.7.2. Develop timely and cost-effective awards programs that reflect current FY priorities.

2.7.3. Help RCSs develop timely and cost-effective awards programs that support mission requirements.

2.7.4. Validate all production data and also submit AFRS award nominations by the designated date.

2.7.5. Publish a process for selecting their nominees to the AFRS board.

2.7.6. Submit nominations to HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT (as appropriate) by suspense date. Each nomination package will include an AF IMT 1206. CY and AFSC-based annual nominations must also include a records review report of individual personnel (RIP), biography, and any other award requirements detailed in AFI 36-2805, AFD 36-28, or higher headquarters message.

2.7.7. Appoint an awards program manager.

2.8. The RCS commander and (or) First Sergeant. These individuals will:

2.8.1. Monitor and review awards programs to ensure compliance with this instruction. Support and monitor flight incentive awards programs.

2.8.2. Ensure and maintain the integrity of the goal allocation process. Do not give or trade reservation credit from one recruiter or flight to another.

2.8.3. Review nomination packages for quality and format. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Include only those accomplishments completed during the award period. Education of a continuing nature carried into the quarter may be annotated.

2.8.4. Submit nominations to the respective group by the appropriate suspense date. Each nomination package will include as a minimum an AF IMT 1206. Annual CY and AFSC-based award nominations (for example, NCO of the Year, Personnel NCO of the Year) must also include a Records Review RIP, biography, and any other award requirements detailed in AFI 36-2805, AFD 36-28, and by higher headquarters message.

2.8.5. Appoint an awards program manager.

2.9. Board Members. Board members will:

2.9.1. Perform board duties as directed by HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT. Except for AFRS headquarters CY annual awards, members do not physically meet a board. This will be a records review only.

2.9.2. Forward recommendations to HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT (as appropriate) for review and HQ AFRS/CC approval. This is privileged information, and the final results will be released by AFRS/CC or designated representative.

2.10. The Awards Program Manager. The program manager will:

2.10.1. Monitor the issuance of trophies and other awards.

2.10.2. Devise and maintain a local inventory listing of all awards. The listing must show the starting balance, nomenclature of the award, manufacturer's part number, balance, recipient, and why the award was presented.

3. Funding and Accountability:

3.1. Per AFRSI 65-601, *Air Force Recruiting Service (AFRS) Budget and Financial Management*, financial management, a function of command, is decentralized to the maximum extent possible. However, to ensure consistency in the quality and quantity of awards purchased throughout AFRS, the awards program must be managed closely to prevent excessive expenditures for awards. Make every effort to bulk-purchase awards through General Services Administration (GSA) suppliers. Do not use appropriated funds to purchase such items as going away and retirement plaques.

3.2. According to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, trophies, plaques, emblems, certificates, and similar items designed for display purposes are considered awards. Under the purview of this instruction and for production incentive awards

only, HQ AFRS, groups, and squadrons may purchase merchandise in place of awards for quarterly and annual awards and any special incentive programs approved by commanders at all levels.

Note: An individual may not receive two items at the same level for winning a particular award. For example, if a person wins Top Recruiter, he/she may not receive additional plaques or merchandise type awards (recruiting watch; briefcase; pen and pencil set; etc.) for the same accomplishment. However, awards may come from higher headquarters.

3.3. The recommended total budget for each RCS FY awards program should not exceed \$45 for each authorized person as of the first of the FY (for example, 1 October, 100 authorized (military and civilian personnel; total $100 \times \$45 = \$4,500$). The total budget for each RCG FY awards program should not exceed \$20 for each authorized person as of the first of the FY (for example, 1 October, 14 authorized (military and civilian) personnel at the RCG and 600 authorized (military and civilian) personnel from all RCSs within the RCG; total $614 \times \$20 = \$12,280$). Suggested cost ceilings for each award follow: annual - \$80; quarterly - \$60; and monthly - \$50. Track costs associated with enhancements (framing, engraving, and certificates), and include them as part of the individual awards recommended limitation. Keep documentation on all expenditures.

4. Commander's Special Incentive Programs. The AFRS/CC may initiate incentive programs throughout the year to support special needs of AFRS. Additionally, AFRS/CC (or designated representative) may recognize individuals or contributions to the success of the AFRS mission with the award of the AFRS medallion (coin) or pewter plate. Individuals recognized may come from the Air Force, any government agency, or the civilian sector. RCG and RCS commanders may initiate similar programs at their discretion.

5. Recruiting Service Fiscal Year (FY) Awards:

5.1. Attachment 3 lists the authorized FY annual awards for AFRS, RCG, and RCS. Commanders will ensure the award matches the level of accomplishment.

5.1.1. The RCS commander will limit the number of squadron-level awards issued at the annual banquet to the following: Top Enlisted Accessions Flight Chief; Top Recruiter; Top Enlisted Accessions (EA) Recruiter; Top Rookie Recruiter; Top Enlisted Accessions Program (Flight); Top Recruiting Support Award; Top Recruiting Support Award 8R000; Spouse of the Year; Top Civilian; and the Commander's, Superintendent's, Production Superintendent's, and First Sergeant's Achievement Awards. **Note:** The Commander's, Superintendent's, Production Superintendent's, and First Sergeant's Achievement Awards are effort-based awards for any member of the squadron.

5.1.2. Awards may be procured locally; however, comparative pricing through a central location may offer cost savings. See Attachment 4 for suggested types of award. Present awards in the following order: RCS, RCG, and AFRS. Senior, Master Recruiting Badge, and Olympiad Medals are considered AFRS-level awards. The Master Recruiting Badge is the final award presented at the banquet (see Attachment 5).

5.1.3. Award the Top Flight Recruiter Award for each flight, quarterly awards, and other emphasis awards to include the Career Recruiter Badge at appropriate opportunities during the annual training conference.

5.2. AFRS awards are presented to the command's top performers.

5.2.1. If an RCS commander gives a recruiter a letter of reprimand or takes disciplinary action of a greater degree, the recruiter is ineligible for any awards.

5.2.2. A commander should not bypass an individual being considered for an award (keep in mind that an individual is innocent until proven guilty). In such cases, the prudent track would be to delay making a decision on the award until the investigation is closed (if possible).

5.2.3. If a designated award winner comes under investigation for an allegation occurring during the period of award, the award will be withheld pending the results.

5.3. AFRS presents squadron, flight, branch, and individual awards. Attachment 3 lists all awards and criteria pertaining to each award.

6. Recruiting Service Calendar Year (CY) Awards. In conjunction with AFRS 36-28 and AFI 36-2805, this instruction establishes the procedures for the AFRS Calendar Year Awards Program. It provides guidance for recognizing outstanding company grade officers, enlisted personnel, and civilian employees assigned to AFRS. This instruction applies to all personnel assigned to AFRS and subordinate units. The following AFRS awards are based on CY nominations: Company Grade Officer of the Year, SNCO of the Year, NCO of the Year, Airman of the Year, and Civilian of the Year (Categories I through III), and First Sergeant of the Year. For additional civilian award guidance, see Attachment 7.

6.1. AFRS Quarterly Award Categories:

6.1.1. Company Grade Officer (CGO—second lieutenant through captain).

6.1.2. Senior Noncommissioned Officer (SNCO—master sergeant through chief master sergeant).

6.1.3. Noncommissioned Officer (NCO—staff sergeant and technical sergeant).

6.1.4. Airman (AMN—Airman Basic through Senior Airman).

6.1.5. Civilian Category I (Junior Level—GS-1 through GS-6).

6.1.6. Civilian Category II (Intermediate Level—GS-7 through GS-10).

6.1.7. Civilian Category III (Senior Level—GS-11 and above).

6.2. AFRS Annual Award Categories:

6.2.1. Company Grade Officer (CGO—second lieutenant through captain).

6.2.2. Senior Noncommissioned Officer (SNCO—master sergeant through chief master sergeant).

6.2.3. Noncommissioned Officer (NCO—staff sergeant and technical sergeant).

6.2.4. Airman (AMN—Airman Basic through Senior Airman).

6.2.5. First Sergeant (diamond-wearing first sergeants).

6.2.6. Civilian Category I (Junior Level—GS-1 through GS-6).

6.2.7. Civilian Category II (Intermediate Level—GS-7 through GS-10).

6.2.8. Civilian Category III (Senior Level—GS-11 and above).

Note: NSPS Grades will compete in their applicable GS categories.

7. General Information:

7.1. **Nominees.** All nominees must epitomize the whole-person and/or whole-career concept. Military nominees must not have negative quality force indicators, for example, reprimands, unfavorable information file entries, or control roster actions. Civilian nominees must not have current disciplinary action. **Note:** This list is not all inclusive. Ensure to only nominate those deserving of these awards.

7.2. **Category.** Each group and HQ AFRS may nominate one individual per category. All nominees must meet eligibility requirements in paragraph 6.

7.3. Due Dates:

7.3.1. **Quarterly.** Each group and HQ AFRS will forward AFRS-level CY quarterly award nominations to HQ AFRS/CCF by the 25th day of the month, following the end of the quarter. 1st thru 3rd quarter FY awards will be forwarded to HQ AFRS/RSOT by the 25th of the month following the end of the quarter. The suspense for FY 4th quarter awards will be set by AFRS/RSOT each year in order to meet timelines for presentation of awards at annual training conferences.

7.3.2. **Annual.** The suspense for CY annual awards will be determined to meet higher headquarters deadlines. The suspense for FY annual awards will be set by AFRS/RSOT each year in order to meet timelines for presentation of awards at annual training conferences.

7.3.3. **HQ AFRS-Only Awards.** Submission dates for the HQ AFRS-only selection boards will be determined as local Randolph AFB officials set the required dates for nomination submission.

7.4. Eligibility:

7.4.1. **Quarterly.** Award nominees must have been assigned to AFRS for a minimum of 60 days during the period for which they are nominated.

7.4.2. **Annual.** Individuals submitted for annual awards do not have to be quarterly award recipients. Nominees will compete in the category for which they held their grade the longest period (for example, a senior Airman promoted in October to staff sergeant would compete in the Airman of the Year category for that year). HQ AFRS and each recruiting group may submit one nomination in each category to compete for an annual award. Airman, NCO, and SNCO annual award winners will be AFRS nominees to HQ AETC for 12 Outstanding Airmen of the Year competition.

7.4.2.1. CY award nominees must have been assigned to AFRS for 6 months of the year for which they are being nominated.

7.4.2.2. FY award nominees must have been assigned to AFRS for 9 months of the FY for which they are nominated.

7.4.3. **First Sergeant of the Year.** Established by the Air Force, this award recognizes the important contributions and leadership qualities exhibited by Air Force members in

their first sergeant career field. Nomination suspense timelines will be sent to the field each CY.

8. Selection Process:

8.1. All nominees will be evaluated by a records review. Attachment 6 provides additional guidance for completing the AF IMT 1206. Board members will score nominees using AFRS Form 8, *Military Award Board CGO/SNCO/NCO/JEM of the Quarter/Year Score Sheet*.

8.2. Competition will be conducted using award nomination input on the AF IMT 1206. Board members will individually score nomination packages using AFRS Form 8, and submit to HQ AFRS/CCF or HQ AFRS/RSOT, as appropriate, for review. AFRS/CC is the final approving authority for all AFRS-level awards.

9. Recognition. All award winners will be recognized at a formal recognition ceremony, if possible. As a minimum, the AFRS/CC or designated representative will forward each AFRS-level award category winner a congratulatory letter and an award memento purchased with appropriated funds.

10. Prescribed Forms.

AFRS Form 8, *Military Award Board CGO/SNCO/NCO/JEM of the Quarter/Year Score Sheet*

AFRS Form 1322, *Career Recruiter Badge Certificate*

AFRS Form 1323, *Senior Recruiter Badge Certificate*

AFRS Form 1324, *Master Recruiter Badge Certificate*

11. Adopted Forms.

AF IMT 1206, *Nomination for Award*

AF IMT 1768, *Staff Summary Sheet*

MICHAEL D. BRICE, Col, USAF
Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFI 36-1004, *Managing the Civilian Recognition Program*, 16 September 2004

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005

AFRSI 65-601, *Air Force Recruiting Service (AFRS) Budget and Financial Management*, 29 October 2002

Abbreviations and Acronyms

AFA—Air Force Association

AFSA—Air Force Sergeants Association

AFSC—Air Force Specialty Code

AMN—airman

CGO—company grade officer

CY—calendar year

DC—Dental Corps

DCHPSP—Dental Corps Health Professions Scholarship Program

EA—enlisted accessions

EAC—enlisted accession competition

EAD—extended active duty

ETP—exception to policy

FY—fiscal year

GSA—General Services Administration

HP—health professions

HPSP—Health Professions Scholarship Program

LO—line officer

MEPS—military entrance processing station

MC—Medical Corps

MCHPS—Medical Corps Health Professions Scholarship Program

NCO—noncommissioned officer

NET RES—net reservation

NSPS—National Security Personnel System

OPR—office of primary responsibility

PME—professional military education

RCG—recruiting group

RCS—recruiting squadron

RIP—report of individual personnel

SNCO—senior noncommissioned officer

Attachment 2**SAMPLE NOMINATION MEMORANDUM**

MEMORANDUM FOR AFRS/CC

20 January XXXX

FROM: 3XX RCG/CC

SUBJECT: Nominations for Quarterly Awards (1 Oct XX–31 Dec XX)

1. Our nominees for last quarter's AFRS awards follow. These individuals meet the qualification criteria outlined in the AFRS Quarterly Awards Program.

2. I certify that each member's PIF contains no derogatory information.

AMN of the Qtr	Grade	Name
NCO of the Qtr	Grade	Name
SNCO of the Qtr	Grade	Name
CGO of the Qtr	Grade	Name
Civilian of the Qtr	Grade	Name

//signed//

MIKE A. SMITH, Colonel, USAF

Commander, 3XXth Recruiting Group

Attachments:AF IMTs 1206, *Nomination for Award*

Attachment 3

AUTHORIZED FISCAL YEAR QUARTERLY AND ANNUAL AWARDS

A3.1. FY Quarterly and Annual Awards. Table A3.1 lists all FY, quarterly and annual awards authorized. All categories and criteria are listed. HQ AFRS/RSOT is the point of contact for all matters related to FY awards. Use the most current AF IMT 1206 for nominations. Awards requiring a nomination are identified. A panel of AFRS senior staff members will review each nomination package and recommend award winners to AFRS/CC.

Table A3.1. FY Quarterly and Annual Awards.

I T E M	A	B	C	D	E	F	G	H	I
	Award Type					Award Level			
	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria
1	General William R. Looney III Top Recruiter Award—All Programs		X	X				X	Note 1
2	Top Enlisted Accessions Recruiter	X	X	X		X	X	X	Note 2
3	Top Bio Medical Science Corps Recruiter	X	X	X			X	X	Note 2
4	Top Medical Services Corps Recruiter	X	X	X			X	X	Note 2
5	Top Medical Corps Recruiter	X	X	X			X	X	Note 2
6	Top Recruiting Support Award	X	X	X		X	X	X	Note 2
7	Top Recruiting Support Award 8R000	X	X	X		X	X	X	Note 2
8	Top Nurse Corps Recruiter	X	X	X			X	X	Note 2
9	Top Dental Corps Recruiter	X	X	X			X	X	Note 2
10	Top Line Officer Recruiter	X	X	X			X	X	Note 2
11	Top Medical Corps Health Professions Scholarship Program Recruiter	X	X	X			X	X	Note 2

I T E M	A	B	C	D	E	F	G	H	I
	Award Type					Award Level			
	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria
12	Top Dental Corps HPSP Recruiter	X	X	X			X	X	Note 2
13	Commander's Achievement Award		X	X		X	X	X	Note 2
14	Superintendent's/ AFRS CCC Achievement Award		X	X		X	X	X	Note 3
15	Production Superintendent's Achievement Award		X	X		X			Note 3
16	First Sergeant's Achievement Award		X	X		X			Note 4
17	Top Rookie Recruiter Award		X	X		X	X	X	Note 2
18	Top Civilian Award		X	X		X	X		Note 2
19	Spouse of the Year		X	X		X	X		Note 2
20	Top Enlisted Accessions Flight Chief	X	X	X		X	X	X	Note 2
21	Top Health Professions Flight Chief	X	X	X			X	X	Note 2
22	Langley Spirit Award		X	X				X	Note 2
23	Top Enlisted Accessions Flight	X	X		X	X	X	X	Notes 2, 5, and 6
24	Top Health Professions Flight	X	X		X		X	X	Notes 2, 5, and 6
25	Top Squadron Operations Flight	X	X		X		X	X	Notes 2 and 5
26	Top Marketing and Training Branch	X	X		X		X	X	Notes 2 and 5
27	Top Support Flight	X	X		X		X	X	Notes 2 and 5
28	Top Military Entrance	X	X		X		X	X	Notes 5, 6, and 7

I T E M	A	B	C	D	E	F	G	H	I
	Award Type					Award Level			
	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria
	Processing Station (MEPS)								
29	Top Squadron Enlisted Programs		X		X		X	X	Notes 2, 5, and 6
30	Top Squadron Safety Award		X		X			X	Notes 2, 5, and 8
31	Top Line Officer Squadron		X		X		X	X	Notes 5 and 9
32	Top Group Health Professions Team	X	X		X			X	Notes 5, 6, and 10
33	Bob Cantu Most Improved Squadron Award		X		X		X	X	Notes 5, 8, and 11
34	Top Squadron		X		X		X	X	Notes 5, 7, and 12
35	Squadron Standard of Excellence—Enlisted Programs		X		X			X	Notes 5 and 6
36	Group Health Professions Team Standard of Excellence		X		X			X	Notes 5, 6, and 10
37	MEPS Standard of Excellence Award		X		X			X	Notes 5 and 6
38	AFRS Commander's Award of Excellence		X		X			X	Notes 5, 8, and 9

I T E M	A	B	C	D	E	F	G	H	I
	Award Type					Award Level			
	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria

NOTES:

1. Selected by the AFRS commander from RCG Operation BLUE SUIT nominees. Submit nomination on AF IMT 1206.
2. Selected by the commander with consideration but not limited to AFRS competition standings if applicable. Submit nomination on AF IMT 1206.
3. Selected by the AFRS CCC, Superintendent/Production Superintendent. Submit nomination on AF IMT 1206.
4. Selected by the First Sergeant. Submit nomination on AF IMT 1206.
5. Team includes any squadron, flight, branch, or MEPS award.
6. Criteria changes yearly. Reference current AFRS Competition for criteria.
7. Based on AFRS competition standings in each category. In case of tiebreaker, AF IMT 1206 required.
8. Inspection and evaluation reports, mishaps and prevention initiatives, military and civilian mishap experiences, and GSA vehicle mishaps.
9. Selected by the AFRS commander. Submit nomination on AF IMT 1206.
10. HP Team must at minimum be above the board in Medical/Dental HPSP, and accumulate the top points in the AFRS competition system.
11. Consideration to total points in both EAC and Line Officer Accessions, and overall improvement from previous FY, but not limited to winners of the EAC or Line Officer Accessions.
12. Consideration to total points in both EAC and Line Officer Accessions, but not limited to winners of the EAC or Line Officer Accessions.

Attachment 4

SUGGESTED AWARD TYPE

A4.1. Award Types. Table A4.1 provides a list of the suggested awards by category.

Table A4.1. Award Type Categories and Suggested Award Mementoes.

I T E M	A	B
	Award Category	Suggested Award Mementoes
1	Top Recruiter (each flight)	Plaque, Trophy, Watch
2	Top Enlisted Accessions Recruiter	Plaque, Trophy, Watch
3	Top Bio Medical Science Corps Recruiter	Plaque, Trophy, Watch
4	Top Medical Service Corps Recruiter	Plaque, Trophy, Watch
5	Top Medical Corps Recruiter	Plaque, Trophy, Watch
6	Top Recruiting Support Award	Plaque, Trophy
7	Top Recruiting Support Award	Plaque, Trophy
8	Top Nurse Corps Recruiter	Plaque, Trophy, Watch
9	Top Dental Corps Recruiter	Plaque, Trophy, Watch
10	Top Line Officer Recruiter	Plaque, Trophy, Watch
11	Top Dental Corps HPSP Recruiter	Plaque, Trophy, Watch
12	Top Medical Corps HPSP Recruiter	Plaque, Trophy, Watch
13	Commander's Achievement Award	Selected at the discretion of the CC
14	Superintendent's Achievement Award	Selected at the discretion of the CCU
15	Production Superintendent's Achievement Award	Selected at the discretion of the CCY
16	First Sergeant's Achievement Award	Selected at the discretion of the CCF
17	Top Rookie Recruiter	Plaque, Trophy, Watch
18	Top Civilian	Plaque
19	Spouse of the Year	Plaque
20	Top Enlisted Accessions Flight Chief	Plaque
21	Top HP Accession Flight Chief	Plaque
22	Langley Spirit	Plaque
23	Top Enlisted Accessions Flight	Plaque
24	Top Health Professions Flight	Plaque
25	Top Squadron Operations Flight	Plaque
26	Top Marketing and Training Branch	Plaque
27	Top Support Flight	Plaque
28	Top Military Entrance Processing Station	Plaque
29	Top Squadron Enlisted Program	Plaque
30	Top Squadron Safety	Plaque
31	Top Line Officer Squadron	Plaque
32	Top Group Health Professions Team	Plaque
33	Bob Cantu Most Improved Squadron	Plaque
34	Top Squadron	Plaque
35	Squadron Standard of Excellence-Enlisted Programs	Plaque

I T E M	A	B
	Award Category	Suggested Award Mementoes
36	Group HP Standard of Excellence	Plaque
37	MEPS Standard of Excellence	Plaque
38	AFRS Commanders Award of Excellence	Plaque

Attachment 5

RECRUITER SENIOR/MASTER BADGE PROGRAM

A5.1. Recognition. The recruiter badge programs recognize production recruiters and supervisors of production programs whose outstanding production have enhanced the AFRS mission. These badges are for specified achievement. Nominees will have no pending or substantiated integrity violation investigations in the competition year.

A5.2. Senior Recruiter Badge Criteria:

A5.2.1. Eligibility:

A5.2.1.1. In-Cycle Senior Recruiter Badge. All production recruiters (EA and HP) and flight chiefs on goal in October of the new FY who complete 9 continuous months on goal in their program are eligible for award of the Senior Recruiter badge if they also meet the program criteria listed in paragraphs A5.2.1.1.1 through A5.2.1.1.5. Any other combination of dates and recruiting positions (production or nonproduction) will require an exception to policy (ETP). ETP procedures are explained in paragraph A5.2.3.

A5.2.1.1.1. EA recruiters who achieve at least 115 percent of their net reservation (NET RES) goal and at least 100 percent in all other goaled programs are eligible (for example, Officer Training School).

A5.2.1.1.2. HP recruiters must achieve at least 115 percent overall and at least 100 percent in all goaled programs. Medical Corps/Dental Corps (MC/DC) recruiters must achieve at least 100 percent in all goaled programs.

A5.2.1.1.3. Line Officer (LO) recruiters must achieve at least 115 percent overall and at least 100 percent in all goaled programs; for example, Rated and/or Technical, etc.

A5.2.1.1.4. EA flight chiefs must achieve at least 100 percent in all goaled programs with at least 115 percent in NET RES, and each badge-eligible flight recruiter must achieve 100 percent in all goaled programs. Individual flight recruiters deemed ineligible according to paragraphs A5.2.1 and A5.1 must be explained in a nomination letter to the RCG/CC.

A5.2.1.1.5. HP flight chiefs must achieve a minimum of 100 percent in overall flight production and achieve goal in MC, DC, Nurse Corps, MCHPSP and DCHPSP.

A5.2.1.1.6. If a production flight chief had more than one flight during the competition year, each flight must meet the eligibility criteria during the respective periods of supervision.

A5.2.1.2. Out-of-Cycle Senior Recruiter Badge. All production recruiters (EA and HP) and flight chiefs on an initial tour of duty are authorized the award (out-of-cycle), if otherwise eligible, when they complete 12 full months on goal.

A5.2.1.2.1. For an out-of-cycle senior recruiter to earn a subsequent year Senior Recruiter badge, if otherwise eligible, he or she must have 21 months of consecutive production goals at the end of his/her first full competition year.

A5.2.1.2.1.1. The following is an example of a recruiter with less than 21 months on full goal at the completion of his or her first full competition year (not eligible for a second year badge):

<u>Date Assigned Goal</u>	<u>Production</u>	<u>Status</u>
1 Feb 05 – 31 Jan 06 (12 months)	115 percent or better	Earns Senior Recruiter badge (out-of-cycle)
1 Feb 05 - 30 Sep 06 (20 months)	115 percent or better	Not eligible for subsequent year badge due to less than 21 months on production

A5.2.1.2.1.2. The following is an example of a recruiter with 21 months on full goal at the completion of his/her first full competition year (eligible for a second year badge):

<u>Date Assigned Goal</u>	<u>Production</u>	<u>Status</u>
1 Jan 06 - 31 Dec 06 (12 months)	115 percent or better	Earns Senior Recruiter badge (out-of-cycle)
1 Jan 07 - 30 Sep 07 (21 months)	115 percent or better	Earns second year Senior Recruiter badge

A5.2.2. **Ineligibility.** Recruiting personnel not specifically mentioned in paragraphs A5.2.1 through A5.2.1.1.3 are ineligible for the Senior Recruiter badge.

A5.2.3. **Senior Recruiter Badge Exceptions.** On occasion, production recruiters or supervisors may not have met the requirements for the award. RCS commanders may request an exception for deserving individuals by sending a memorandum of justification to HQ AFRS/RSOT, to arrive within 5 duty days after the end of the FY. RCG/CC concurrence is required before sending request to HQ AFRS/RSOT. HQ AFRS/RSO has the authority to approve all exceptions. Include all goals and accessions (HP recruiter, include quarterly application expectations and accomplishments). Also include any extenuating circumstances. AFRS/CC may approve exceptions for other past recipients on a case-by-case basis.

A5.3. Senior Recruiter Ring. Recruiters earning their fourth Senior Recruiter badge will also be awarded a Senior Recruiter ring. The RCG may establish procedures for recruiters earning their fourth badge in prior years to purchase rings at their own expense.

A5.4. Master Recruiter Badge:

A5.4.1. Each RCG commander is authorized to approve the award of the Master Recruiter badge based on criteria in this paragraph.

A5.4.1.1. The RCG commander approves the award of the Master Recruiter badge to the RCG top HP recruiter based on criteria in A5.2.1.1.2 and A5.4.2. The RCG commander will approve the award of the Master Recruiter badge to one EA Flight Chief based on the criteria set in A5.2.1.1.4. The 3 RCG commanders will submit their HP Flight Chief

for consideration for the Master Recruiter badge to HQ AFRS/RSO based upon the criteria set in A5.2.1.1.5. The RCG commander will approve the award of the Master Recruiter badge to one EA/LO recruiter per squadron, based on the recommendation of the RCS commander.

A5.4.1.2. No RCS is permitted to award more than one Master Recruiter badge. RCG will award no more than two Master Recruiter badges (1 HP Recruiter and/or 1 EA Flight Chief). Only recruiters awarded Senior Recruiter badges during the FY are eligible to receive this award.

A5.4.1.3. The RCS commander may nominate individuals for the EA/LO Master Recruiter badge but must obtain RCG commander's approval prior to submitting the nomination.

A5.4.1.4. Squadrons will establish selection criteria for the EA/LO Master Recruiter badge in the squadron awards directive, and will conform to the minimum requirements of this instruction. RCGs will establish selection criteria for RCG HP Master Recruiter badge in the RCG awards directive, and will conform to the minimum requirements in this instruction.

A5.4.2. Nominees for the HP Master Recruiter badge are chosen from the top HP recruiters selected by each HP Superintendent within the RCG. The RCG will forward the HP Master Recruiter selectee to HQ AFRS/RSOT as their nominee for the top AFRS HP Recruiter.

A5.4.3. If the Master Recruiter badge is the last badge earned prior to a recruiter moving to a support position, the recruiter will wear the Master Recruiter badge to the end of the current FY and then revert to the appropriate Senior Recruiter badge.

A5.4.4. All initial Master Recruiter badge winners will be awarded a Master Recruiter ring. The RCG may establish procedures for recruiters earning the Master Recruiter badge prior to FY98 to purchase rings at their own expense.

A5.5. Wear of Badges. Recruiters will return damaged badges to squadron operations for replacement on a one-for-one basis. Squadron operations will coordinate with RCG training for replacements.

A5.5.1. The Senior Recruiter badge will have a numbered star in the upper portion of the badge. Numbering on the Senior Recruiter badge is cumulative and reflects the total number of times an individual has earned the badge. For example, an individual wearing the badge with the number "2" is reassigned to a nongoaled position for a period of time; then he or she returns to a production position and earns the badge again. The number worn on the badge would be a "3." The squadron's Rookie Recruiter will wear the letter "R" instead of the number "1."

A5.5.2. Individuals awarded the Senior or Master Recruiter badge also receives AFRS Form 1323, *Senior Recruiter Badge Certificate*, or AFRS Form 1324, *Master Recruiter Badge Certificate*, as appropriate. Each group operations will forward a validated, completed list to HQ AFRS/RSOT within 5 duty days of the end of the FY, with full name, grade, squadron, and number of badges earned for their nominees. Present certificates and badges at the same time. Present out-of-cycle certificates and badges at an appropriate ceremony within 90 days of the recruiter earning the badge.

A5.6. Requests for Badges and Rings:

A5.6.1. Each RCG will order projected requirements for Senior Recruiter badges, Master Recruiter badges, and numbered stars through their appropriate supplier. **Note:** Order rings through HQ AFRS/RSOT and present to recipients as soon as possible after receipt.

A5.6.2. The RCS commander will send written requests for badges to the RCG commander within 5 duty days after the end of the FY or at the end of the initial 12 months. Each operations branch will validate production data based on AFRS criteria and will forward badges to the requesting squadron. Commanders have disapproval-for-cause authority when, in their opinion, awarding a badge would discredit the Air Force or AFRS.

A5.7. Career Recruiter Badge:

A5.7.1. The Career Recruiter Force badge with a AFRS IMT 1322, *Career Recruiter Badge Certificate* is presented to the recruiter at commander's call, annual training conference, or any other appropriate recognition ceremony. Only 8R000s are authorized to wear the Career Recruiter badge.

Attachment 6

HELPFUL HINTS FOR AWARDS PACKAGES

A6.1. AF IMT 1206. Complete the AF IMT 1206. List only items that started or ended during the award period, with the exception of continuing education as indicated.

A6.2. Accomplishments. Concentrate on the individual's accomplishments with mission-impact results.

A6.3. Identify. Identify why the nominee is the best person from the organization. What was done to set the nominee apart from others?

A6.4. Impact. What impact did the nominee have on the community, squadron, group, and headquarters?

A6.5. Membership. List memberships in professional organizations (for example, AFSA, Noncommissioned Officers Association, TOP 3, AFA, etc.). Find out if the nominee is on the advisory council, holding an officer position or on a fundraising committee. If so, what has the nominee done, how much has the nominee raised, etc?

A6.6. Education. List completed professional military education (PME) (with date). If currently enrolled in PME through correspondence, list completion date; for example, enrolled in SNCO Academy by correspondence and has completed Volume II.

A6.7. Self-Improvement. List off-duty educational accomplishments; for example, "is pursuing a master's degree and completed 9 hours with 3.5 GPA." **Note:** Do not use "In pursuit of ..." without any facts. Educational involvement is listed under Significant Self-Improvement.

A6.8. Results. Bullet statements need to show results. For example, "designed and built a training program that streamlined the entire training process." What were the results? Did it reduce training time, save money, etc?

A6.9. Format. All nominations must be single-spaced, and in bullet format.

A6.9.1. Military CY quarterly nominations will be 15 lines maximum including the mandatory headings: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT, and BASE OR COMMUNITY INVOLVEMENT. Annual nominations will be 30 lines maximum including mandatory headings. See Figure A6.1.

Figure A6.1. AF IMT 1206, Nomination for Award (NCO, SNCO, and CGO Category).

NOMINATION FOR AWARD		
AWARD AFRS Recognition Program	CATEGORY (If Applicable) NCO, SNCO, and CGO	AWARD PERIOD Jan - Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt/Jane E. Doe	SSN (Enter Last 4 Only) 1111	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 8R000/Recruiter	NOMINEE'S TELEPHONE (DSN & Commercial) 487-1111, (210) 652-1110	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE XXX RECRUITING SQUADRON, 123 MAIN STREET, SAN ANTONIO, TX, 78150		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) LT COL DUDLEY WRIGHT, DSN 123-4567 COMM. (888) 123-4567		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Mandatory headings for the AMN, NCO, SNCO, 1st Sgt, AD 1st Sgt, and CGO categories. Do not deviate!		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: - The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar quarter/year, as applicable		
SIGNIFICANT SELF-IMPROVEMENT: - The member must show this improvement through on- and off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the current calendar quarter/year, as applicable		
BASE OR COMMUNITY INVOLVEMENT: - The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade		
NOTES: 1. Quarterly award writeups are limited to 15 lines. Annual award writeups are limited to 30 lines. Both include the mandatory headings listed above. 2. Use bullet format only--do not use a flowing narrative format. 3. Do not sign writeups.		

A6.9.2. Civilian CY quarterly nominations will be 15 lines maximum including the mandatory headings: JOB PERFORMANCE IN PRIMARY DUTY, LEADERSHIP QUALITIES, and OTHER ACCOMPLISHMENTS. Annual nominations will be 30 lines maximum including mandatory headings. See Figure A6.2.

Figure A6.2. AF IMT 1206, Nomination for Award (Civ Cat I, II, or III).

NOMINATION FOR AWARD		
AWARD AFRS Recognition Program	CATEGORY (If Applicable) Civ Cat I, II, or III	AWARD PERIOD Jan - Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-5/Jane E. Doe	SSN (Enter Last 4 Only) 1111	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE AFRS Customer Service	NOMINEE'S TELEPHONE (DSN & Commercial) 487-1111, (210) 652-1110	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE XXX RECRUITING SQUADRON, 123 MAIN STREET, SAN ANTONIO, TX, 78150		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) LT COL DUDLEY WRIGHT, DSN 123-4567 COMM. (888) 123-4567		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Mandatory headings for CIV CAT I, II, or III categories. Do not deviate!</p> <p>JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - The individual's job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar quarter/year, as applicable <p>NOTE: Only document how well the individual performed the duties in his/her official position description.</p> <p>LEADERSHIP QUALITIES:</p> <ul style="list-style-type: none"> - These qualities could be evidenced by supervisors or leaders, or by non-supervisory personnel through management of a project associated with the individual's primary duty. Include the development of new techniques contributing to increased mission effectiveness <p>OTHER ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> - Recognize contributions to the mission, such as volunteering for on-duty projects in other work centers or units. For example, a secretary volunteers to help produce a report for a visiting inspection team; a budget analyst shares his/her expertise with a peer in another unit to resolve a complex problem - You may also include any significant self-improvement through off duty education, training or achievements in professional associations directly related to official duties. For example, a LAN administrator takes off-duty computer courses and receives a certification; a secretary takes courses leading to certification as a professional secretary; an engineer joins a professional association which has a goal of keeping members abreast of current developments in their career field <p>NOTE: Also include recognition of duty performance earned at the unit, installation, command, Air Force, or DoD levels.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Quarterly award write-ups are limited to 15 lines including headers. Annual award writeups are limited to 30 lines. Both include the mandatory headings listed above. 2. Use bullet format only--do not use a flowing narrative format; do not sign writeups. <p>Civ I, GS-1 through GS-6 Civ II, GS-7 through GS-10 Civ III, GS-11 and above</p> <p>NOTE: National Security Personnel System (NSPS) grades will compete in their applicable GS categories.</p>		

A6.9.3. All FY quarterly and annual nominations will be a maximum of 15 lines with no headings other than the PRODUCTION ACCOMPLISHMENTS heading described in paragraph A6.11. See Figure A6.3.

Figure A6.3. AF IMT 1206, Nomination for Award (Individual Category).

NOMINATION FOR AWARD			
AWARD *NOTE 1		CATEGORY (If Applicable) INDIVIDUAL	AWARD PERIOD *NOTE 2
RANK/NAME OF NOMINEE (First, Middle Initial, Last) *NOTE 3		SSN (Enter Last 4 Only) 1111	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE *NOTE 3		NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXX, COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE *NOTE 3			
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) *NOTE 3			
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)			
(PRODUCTION STATISTICS: List all goals, accessions, and percentages for the fiscal year.) This does not count against the 15 line maximum.			
PROGRAM NET/RES	GOAL XX	ACCESSIONS XX	PERCENTAGE XXX%
<ul style="list-style-type: none"> - Use bullet format only--do not use a flowing narrative format - Bullets are limited to your 15 best lines. Include any accomplishments on or off duty that you feel make the nomination more competitive - Do not sign writeups 			
<p>*Notes:</p> <ol style="list-style-type: none"> 1. Enter category; Top recruiter, Top Rookie recruiter, etc. 2. Enter period: such as, Oct 08 - Sep 09. 3. Use a single space instead of the "/" except where typing your "unit/office symbol" and use commas where indicated. 			

A6.10. Specific Production Accomplishments:**Table A6.1. PRODUCTION ACCOMPLISHMENTS:**

PRODUCTION ACCOMPLISHMENTS:			
PROGRAM	GOAL	ACCESSION	PERCENTAGE
DC HPSP	XX	XX	XXX%
DC	XX	XX	XXX%
Note: Production header and/or data does not count against allotment of 15 lines. If goaled on multiple programs, list each program's production data on an individual line. (See example above)			

Attachment 7

CIVILIAN AWARDS

A7.1. General Information. AFRS civilian employees are an indispensable part of the Air Force recruiting team, providing critical continuity for our geographically dispersed organization. Recognition for their outstanding contributions, support and dedication is essential. In conjunction with AFI 36-1004, *Managing the Civilian Recognition Program*, this attachment addresses specific awards for supervisor consideration. Nominees should be exceptional performers who represent AFRS and the Air Force well both on and off the job and must not have current disciplinary action for the period being nominated.

A7.2. Quarterly/Annual Awards. AFRS HQ and group and squadron commanders will implement the following calendar year (CY) quarterly and annual civilian award program. Category II for geographically separated units competition begins at the group level and forward.

A7.2.1. Award Categories:

A7.2.1.1. **Category I.** Junior Level - GS-1 through GS-6.

A7.2.1.2. **Category II.** Intermediate Level - GS-7 through GS-10.

A7.2.1.3. **Category III.** Senior Level – GS-11 and above.

Note: National Security Personnel System (NSPS) grades will compete in their applicable GS categories.

A7.2.2. Eligibility:

A7.2.2.1. **CY Quarterly Awards.** Nominees must have been assigned to AFRS for a minimum of 60 days during the period for which they are nominated.

A7.2.2.2. **CY Annual Awards.** Nominees must have been assigned to AFRS for a minimum of 9 months of the award period.

A7.2.3. CY Award Recognition:

A7.2.3.1. HQ AFRS CY quarterly award winners will be recognized by presentation of an 8-hour time-off award and a plaque. Squadron and group quarterly award winners will be recognized by presentation of an 8-hour time-off award and a plaque. Category II for geographically separated units competition begins at the group level and forward.

A7.2.3.2. HQ AFRS annual award winners will be recognized by presentation of a 16-hour time-off award and plaque.

A7.2.3.3. Squadron annual award, Category I winners will receive 16 hours time-off award and plaque.

A7.2.3.4. Group annual award, Category I winners will receive 8 hours time-off award and plaque; Category II winners will receive 16 hours time off award and plaque.

A7.2.3.5. Squadron and group civilians receiving any higher level recognition will receive an additional 8-hour time-off award for each level of advancement.

A7.3. AFRS-wide Calendar Year (CY) Awards. HQ AFRS and each group may nominate one individual per applicable category.

A7.3.1. Award Categories:

A7.3.1.1. **Category I.** Junior Level - GS-1 through GS-6.

A7.3.1.2. **Category II.** Intermediate Level - GS-7 through GS-10.

A7.3.1.3. **Category III.** Senior Level – GS-11 and above. (**Exception:** If Category III does not exist in the field, HQ AFRS cannot have a submission.)

Note: NSPS grades will compete in their applicable GS categories.

A7.3.2. CY Award Eligibility:

A7.3.2.1. **CY Quarterly Awards.** Nominees must have been assigned to AFRS for a minimum of 60 days during the period for which they are nominated.

A7.3.2.2. **CY Annual Awards.** Nominees must have been assigned to AFRS for a minimum of 9 months of the award period.

A7.3.3. AFRS-wide CY Award Recognition:

A7.3.3.1. Quarterly award winners will be recognized by presentation of an 8-hour time-off award.

A7.3.3.2. Annual award winners will be recognized by presentation of an 8-hour time-off award and plaque.

A7.4. Time-off Incentive Awards. Time-off awards grant time off from duty without loss of pay or charge to annual leave. Awards may be submitted for superior accomplishments that contribute to the quality, efficiency, or economy of the organization or government operations. They are an alternate means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards. Time-off awards will not be granted to create the effect of a holiday or treated as administrative excusals or leave in conjunction with a military “down” or “goal” day or the like which would grant the entire, or a majority of, civilian employee population an award day to be used on a specified day.

A7.4.1. Time-off awards are limited to a maximum of 80 hours *per employee* during any civilian leave year. Award requests must be supported with appropriate written justification and meet AFI 36-1004, Chapter 3, paragraph 3.4, requirements.

A7.4.2. Time-off award requests (to include AF IMT 1768, *Staff Summary Sheet*, for squadron and group CY award winners) will be submitted to HQ AFRS/RSXPC for review before coordination with AFRS/CC/CV for approval and/or disapproval determination. HQ AFRS/RSXPC will forward approved time-off requests to the civilian personnel flight for processing.